

## HAMPTON PLANNING BOARD SITE PLAN CHECKLIST

### SITE PLAN REGULATIONS – SECTION V SUBMISSION REQUIREMENTS

The following items **must** be submitted in order for the Board to consider it a complete application. An applicant must submit a written waiver request for any information not provided with the application.

- ☐ Eight (8) copies of the Application and Plan
- ☐ Notification List (Abutter(s) as defined in RSA 672:3, Applicant(s), Holders of conservation, preservation, and/or agricultural preservation restrictions, Every engineer, architect, land surveyor or soils scientist whose professional seal appears on the plan)
- ☐ Fees
- ☐ Written waiver request(s)

### SITE PLAN WITH THE FOLLOWING

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| <ul style="list-style-type: none"> <li><input type="checkbox"/> 8 copies</li> <li><input type="checkbox"/> Sheet size in conformance with the requirements of the Registry of Deeds of Rockingham County</li> <li><input type="checkbox"/> Scale (1" = 100', 1" = 80', 1" = 60', 1" = 50', 1" = 40', 1" = 30', 1" = 20', or 1" = 10')</li> <li><input type="checkbox"/> Margin of at least ½" outside rules border lines on three sides and at least 2" along the left side for bindings</li> <li><input type="checkbox"/> Proposed site improvements to include: streets, driveways, parking, pavement, buildings, and any existing features to remain</li> <li><input type="checkbox"/> Proposed site plan name, plan number, date of plan and any revision dates</li> <li><input type="checkbox"/> Current owner(s) of record (and applicant, if different)</li> <li><input type="checkbox"/> All abutters key to the plan</li> <li><input type="checkbox"/> All holders of conservation, preservation, or agricultural preservation restrictions keyed to plan</li> <li><input type="checkbox"/> Name, license number, seal and address of the New Hampshire registered Land Surveyor</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Name, license number, seal and address of the New Hampshire registered professional engineer</li> <li><input type="checkbox"/> North arrow</li> <li><input type="checkbox"/> Location (locus) map</li> <li><input type="checkbox"/> Tax map and parcel number of lot</li> <li><input type="checkbox"/> Zoning district(s) and lines</li> <li><input type="checkbox"/> Lot line and other setbacks as listed in current Zoning Ordinance</li> <li><input type="checkbox"/> Adequate space for the necessary endorsement by the proper authorities</li> <li><input type="checkbox"/> Property lines, lot angles, lot area</li> <li><input type="checkbox"/> Metes and bounds</li> <li><input type="checkbox"/> Existing and proposed monuments</li> <li><input type="checkbox"/> Title and deed references</li> <li><input type="checkbox"/> Easements and other encumbrances</li> <li><input type="checkbox"/> List all variances and the dates granted by the Board of Adjustment for the parcel</li> <li><input type="checkbox"/> Name(s) of proposed streets within a project, as approved by the Board of Selectmen</li> </ul> |
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### DETAILED PLANS (can be separate or combined with Site Plan)

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| <ul style="list-style-type: none"> <li><input type="checkbox"/> Existing topographic contours at two-foot intervals</li> <li><input type="checkbox"/> Proposed contours after grading</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Benchmark and datum</li> <li><input type="checkbox"/> Natural features such as water courses, ponds, rock ledges, tree lines and other essential features</li> </ul> |
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*Detail Plan Continued:*

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| <ul style="list-style-type: none"><li><input type="checkbox"/> Wetlands and appropriate setbacks</li><li><input type="checkbox"/> FEMA FIRM flood zone and 100-year flood elevation contour</li><li><input type="checkbox"/> Existing and proposed streets, driveways, parking, pavement and buildings</li><li><input type="checkbox"/> Typical pavement sections and details</li><li><input type="checkbox"/> Utilities on and adjacent to the tract including location, size and invert elevation of sanitary and stormwater sewers; location and size of water mains; location of gas mains, fire hydrants, electric and telephone poles and street lights</li><li><input type="checkbox"/> If water mains and sewer are not on or adjacent to the tract, indicate the direct and distance to, and the size of the nearest one</li><li><input type="checkbox"/> Description of proposed grade surface (i.e. grass, pavement, etc.)</li><li><input type="checkbox"/> Percent of sealed surface (driveways, parking lots and roofs)</li><li><input type="checkbox"/> Stormwater drainage control plan, including location of catch basins, culverts and drains; method of storage and disposal; and three (3) copies of calculations of volume and frequency of run-off</li><li><input type="checkbox"/> Location of existing and proposed fire hydrants</li></ul> | <ul style="list-style-type: none"><li><input type="checkbox"/> Location of existing and proposed street lighting, fencing, loading docks and exterior lighting</li><li><input type="checkbox"/> Description and location of exterior utility areas including solid waste disposal facilities HVAC units, electric transformers, towers, above-ground fuel storage tanks, etc.</li><li><input type="checkbox"/> A landscaping plan that includes the type, extent, and location of proposed landscaping and open space areas indicating what existing landscaping and open space areas will be retained. The plan should also include necessary snow storage areas</li><li><input type="checkbox"/> The location, size and design of proposed signs and other advertising or instructional devices</li><li><input type="checkbox"/> Eight (8) copies of an architectural rendering showing all elevation views of all buildings and their exterior design</li><li><input type="checkbox"/> Eight (8) sets of floor plans for the proposed construction</li><li><input type="checkbox"/> Soil erosion and sedimentation control plan</li></ul> |
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**OTHER ITEMS REQUIRED AS APPLICABLE**

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| <ul style="list-style-type: none"><li><input type="checkbox"/> Location and results of test pits and location of primary and secondary leach bed sites as required by NH DES</li><li><input type="checkbox"/> High Intensity Soil Mapping</li><li><input type="checkbox"/> Wetland analysis/report, stamped by a NH licensed Soils or Wetland Scientist</li></ul> | <ul style="list-style-type: none"><li><input type="checkbox"/> Any State or Federal permits required for the project</li><li><input type="checkbox"/> Written waiver request</li><li><input type="checkbox"/> Traffic Impact Analysis (if necessary)</li><li><input type="checkbox"/> Drainage Study and plans</li></ul> |
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Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

*This checklist is intended to be only a guide. Refer to Site Plan Review Regulations for complete Requirements.*